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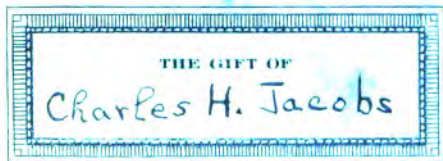
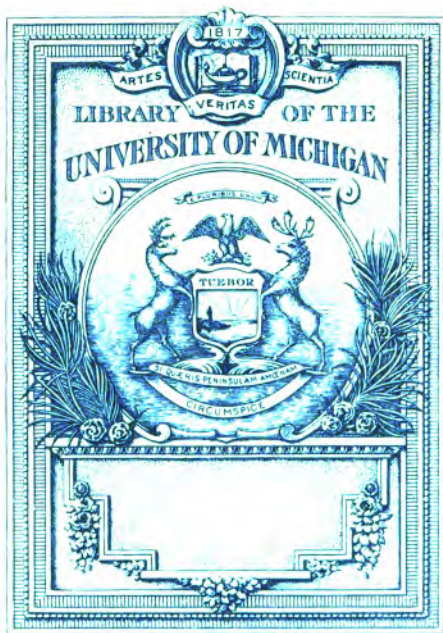
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From Chas. H. Jacobs, Esq.

April 2, 1900

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## RULES AND REGULATIONS

.. OF THE ..

etroit

# High School Scholarship Fund Association



Published by the Trustees  
December, 1899

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# RULES AND REGULATIONS

.. OF THE ..

## **Detroit High School Scholarship Fund Association** 113602



**Published by the Trustees**  
**December, 1899**

# Trustees of the Detroit High School Scholarship Fund, 1899-1900.



CHARLES H. JACOBS, Chairman,  
Vice-President Buhl Stamping Co.

RALPH PHELPS, JR., Vice-Chairman,  
17-18 Butler Building.

AMELIA MAY POTTER, Secretary,  
52 Piquette Avenue.

RACHEL A. MALCOMSON, Ass't Secretary,  
Central High School.

ALLEN H. ZACHARIAS, Treasurer,  
151 Griswold Street.

WALTER S. HEAVENRICH,  
111-113 Jefferson Avenue.

JAMES H. BEAZELL (Ex-officio),  
Principal Central High School

**RULES AND REGULATIONS TO GOVERN THE  
TRANSACTION OF BUSINESS BY THE DETROIT  
HIGH SCHOOL SCHOLARSHIP FUND ASSOCIA-  
TION AND THE BOARD OF TRUSTEES, AND  
FOR THE ADMINISTRATION OF THE SCHOLAR-  
SHIP FUND.**

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**CHAPTER I.—OFFICERS**

1. The following Officers shall be elected annually by the Trustees from their own number, viz: Chairman, Vice-Chairman, Secretary, Assistant Secretary, and Treasurer. These officers shall be elected by ballot at a meeting to be held on the second Tuesday in March. They shall hold office until their successors are duly elected and have qualified, but no one can continue to hold office after he ceases to be a member of the Board of Trustees.

2. It shall be the duty of the Chairman:

- a. To preside over all meetings of the Scholarship Fund Association and of the Trustees.
- b. To appoint all committees not otherwise chosen.
- c. To countersign all checks drawn by the Treasurer.
- d. To call special meetings of the Trustees of the



Scholarship Fund Association whenever he may deem necessary or when requested in writing to do so by a majority of the Trustees or by any ten members of the association.

3. It shall be the duty of the Vice-Chairman:
  - a. To perform the duties of the Chairman in the absence or inability of that officer.
  - b. If he is a lawyer, to act as the legal adviser of the Board of Trustees and of the Scholarship Fund Association.
4. It shall be the duty of the Secretary:
  - a. To notify the Trustees in writing of all regular and special meetings called by the Chairman.
  - b. To notify all members of the Scholarship Fund Association of the date and place selected for the annual meeting by a printed notice, inserted in one or more daily papers published in Detroit, at least three days before the date fixed for such meeting.
  - c. To keep the minutes of all meetings of the Trustees and of the Scholarship Fund Association, and to copy the same in a book provided for that purpose.
  - d. To present at the Annual Meeting of the High School Alumni Association a detailed report of

the work accomplished by the Trustees during the preceding twelve months.

5. It shall be the duty of the Assistant Secretary:

- a. To perform the duties of the Secretary during the absence or inability of that officer.
- b. To keep a book of Records in which shall be preserved:
  1. The original applications for assistance from the Fund.
  2. The stated reports required from beneficiaries of the Fund and other correspondence concerning their college work.
- c. To keep a book of Memorabilia in which shall be entered:
  1. Copies of all printed matter issued by the Trustees.
  2. Copies of Alumni Circulars or programmes referring to the Scholarship Fund Association.
  3. Newspaper clippings in which the Scholarship Fund or its work are mentioned.
- d. To preserve, in whatever way may seem best, pictures of Donors to the Fund, of the Trustees, and of beneficiaries of the Fund.

6. It shall be the duty of the Treasurer:

- a. To give a bond signed by two good and sufficient

- sureties and acceptable to five of the Trustees for the faithful performance of his trust. Said bond to be kept in the custody of the assistant secretary.
- b. To call upon the Treasurer of the High School Alumni Association immediately after the Annual business meeting for the balance remaining in his hands in accordance with the Constitution of the Alumni Society.
  - c. To collect the annual subscriptions of Donors to the Scholarship Fund.
  - d. To have general charge of all monies and property belonging to the Scholarship Fund Association, to invest and expend the same under direction of the Trustees, and to keep an accurate account of the same in books provided for that purpose.
  - e. To present at each quarterly meeting of the Trustees a summarized report showing the receipts and expenditures since the preceding meeting; and at the annual business meeting of the High School Alumni Association a report of all receipts and disbursements during the preceding twelve months, with a concise statement of the actual condition of the Fund on the date of the report.
7. It shall be the duty of the Ex-officio member of the Board of Trustees:



- a. To preside over all meetings in the absence of the Chairman and Vice-Chairman.
- b. To furnish such information as he may be able to give in regard to applicants for assistance from the Fund.
- c. To inform the Board at its regular quarterly meetings in regard to the standing of the beneficiaries of the Fund at the University of Michigan.

8. The Chairman, Vice-Chairman, Secretary, Assistant Secretary, and Treasurer, shall constitute the Executive Committee of the Board of Trustees.

The Executive Committee or a quorum thereof is authorized to transact important business in the absence from Detroit of one or more of the Trustees, but such action must be brought before the next regular quarterly meeting of the Trustees for ratification or rejection, accompanied by a statement naming the Trustees who were absent from the City on the date such action was taken.

## CHAPTER II.—MEETINGS.

1. The Annual Meeting of the Scholarship Fund Association shall be held on the first Monday in March of each year. This date may be set one week earlier or later by the Chairman to conform to the date fixed for the An-

nual business meeting of the High School Alumni Association, if the Chairman deems it advisable.

2. The Regular Meetings of the Trustees of the Scholarship Fund Association shall be held quarterly on the second Tuesday in the months of March, June, September and December.

Special meetings of the Scholarship Fund Association and of the Board of Trustees may be called as provided for in Chapter I., Art. 2, Sec. d.

3. The order of business at the Annual Meeting of the Scholarship Fund Association shall be as follows:

- a. Reading of Minutes of the Annual Meeting.
- b. Reading of Communications to the Association.
- c. Election of a Trustee by the Alumni Members for the full term of three years.
- d. Election of a Trustee by the Donors for the full term of three years.
- e. Election of a Trustee to fill vacancy, if any exists:
  1. By the Alumni Members.
  2. By the Donors.
- f. Miscellaneous business.
- g. Adjournment.

4. The order of business at the quarterly meeting of the Board of Trustees, shall be as follows:

- a Reading of Minutes of the last regular and special meetings of the Trustees.
- b. Report from the Executive Committee of the Board of Trustees of any action taken by them since the last quarterly meeting; and ratification or rejection of the same.
- c. (At the quarterly meeting in March :) Election by ballot of officers of the Board of Trustees to serve for one year.
- d. Report of the Treasurer of the Trustees.
- e. Reports in regard to, or communications from, Beneficiaries of the fund.
- f. Presentation of applications for assistance from the fund.
- g. Reports from the Principals of the High Schools, or the proper committee, in regard to applicants for assistance.
- h. (At the quarterly meeting in June :) Awarding of Scholarships for the ensuing college year and appropriation of the proper amounts to defray the expense of the same.
- i. Miscellaneous business.
- j. Postponed business.
- k. Adjournment.

### CHAPTER III.—ELIGIBLE VOTERS.

The following persons shall be eligible to vote at Meetings of the Scholarship Fund Association :

1. All persons who have pledged themselves to contribute at least \$50.00 to the fund in annual payments of \$10.00 each, and who shall have signed the "Articles of Association" without objection from a majority of the Trustees.

These contributors shall be known as "*Donors*".

2. Graduates of the Detroit High School who shall have paid their annual dues to the High School Alumni Association for the year preceding that in which the meeting is held.

These shall be known as "*Alumni Members*".

3. It shall be the duty of the Secretary of the Scholarship Fund Association to secure from the Secretary of the High School Alumni Association immediately after the Annual Reunion a list of all members of the association who have paid their annual dues. No person whose name does not appear in this list shall be allowed to vote as an "Alumni Member" without the consent of the Chairman or acting Chairman of the Scholarship Fund Association.

4. In the election of Trustees of the Scholarship Fund the Donors and Alumni members shall vote in separate

classes, each for one Trustee for the full term of three years.

In case a vacancy is to be filled, by reason of death, resignation, or removal, such vacancy shall be filled by the same class as chose the retiring Trustee.

Alumni Members who are also Donors to the Scholarship Fund shall vote in both classes.

No distinction shall be made at meetings of the Scholarship Fund Association between Donors and Alumni Members, except in the election of Trustees.

#### CHAPTER IV.

The Trustees shall use their best efforts to increase the Scholarship Fund:

1. By securing subscriptions thereto from persons who will agree to contribute \$50.00 or more in yearly installments of at least \$10.00. Such subscriptions shall be taken in writing on blank forms headed as follows:—

“For the purpose of extending the usefulness of the Detroit High Schools, we, the undersigned, agree to pay to the Detroit High School Scholarship Fund Association, the sum of ten dollars (\$10.00) annually, for five years. The first payment to be made as soon as practicable and the remaining payments on the first day of June in each succeeding year.”

Subscription papers containing original signatures



of subscribers to the fund shall be delivered to the Treasurer as soon as possible after the signatures are obtained, and type-written copies will be returned in their place.

2. By inducing people of means to contribute a definite sum during their life time, or by bequest, for the endowment of permanent scholarships to be named in their honor.

3. By co-operating with the officers and Executive Committee of the High School Alumni Association in making the annual Reunion as remunerative as possible.

## CHAPTER V.

1. Assistance from the Scholarship Fund shall be given in the form of loans, to be known as Scholarships.

There shall be two classes of Scholarships—"Full" and "Partial".

A Full Scholarship to be named after the founder may be endowed by the gift to the Scholarship Fund Association of \$4000, or by the promise of an annual payment in perpetuity of \$250.

A Partial Scholarship to be named after the founder may be endowed by the gift of \$1500 or the promise of an annual payment of not less than \$100.00.

2. In awarding the "Full" Scholarships, it shall not be obligatory upon the Trustees to appropriate the

full sum of \$250. per year, but they may at their discretion award such sum, not to exceed \$250. as the necessity of each applicant and the resources of the fund render advisable.

3. One Hundred and Twenty Five Dollars per year shall be appropriated for a partial Scholarship to be called the 'Mary C. Leete Memorial' and to be awarded so long as the friends and relatives of the late Mary C. Leete and the teachers and students of the Central High School shall raise the sum of \$125. per year for this specific purpose.

## CHAPTER VI.

The Scholarship Fund was established to assist Graduates of the Detroit High Schools to secure a college education at the University of Michigan. Its benefits will be bestowed under the following regulations:

1. All applications must be made in writing, on printed blanks furnished by the Secretary, containing the following questions :

1. Give name in full.
2. Age at nearest birthday.
3. Place of birth.
4. Are you in sound bodily health ?
5. Are both of your parents living ?

6. Give name and address of father or guardian.
7. How long have you been a resident of Detroit ?
8. How many years have you attended the Detroit Public Schools ?
9. How many years have you attended the Detroit High Schools ?
10. Which High School or Schools have you attended ?
11. State what other schools you have attended, if any.
12. In what course will you graduate or have you graduated from one of the Detroit High Schools ?
13. Give date of graduation.
14. When do you wish to enter the University of Michigan ?
15. For what degree will you be a candidate ?
16. Have you at any time taught school or engaged in any other steady employment for remuneration ?
17. Could you obtain a college education without the assistance of the Scholarship Fund, in whole or part ?
18. State how much assistance is desired from the fund (not exceeding \$250.00 per year.)
19. Have you decided upon any particular profession or occupation to follow after leaving college ?
20. Give any other facts which in your opinion entitle your application to special consideration by the Trustees of the Fund.

21. If your application is accepted will you promise to abide by the regulations established by the Board of Trustees for the administration of the Scholarship Fund and to use your best efforts to promote the interest of the Detroit High Schools while in college and in after life?
22. Will you return the money loaned to you by the Trustees as soon as possible?

Sign Name, Address and Date.

2. Whenever possible due notice shall be given by the Principals to the students of the High Schools and also in the daily papers that the awarding of a Scholarship is contemplated.

3. The number of male and female beneficiaries shall be kept as nearly equal as possible and, other considerations being equal, preference shall be given to candidates for the degree of "B. A". No applications will be considered from persons who do not purpose to graduate from the Literary Department.

4. Assistance from the Scholarship Fund must be considered as a loan to be repaid and shall not exceed the sum of \$250. per year in any individual case.

5. The amount to be granted to each beneficiary for the ensuing college year shall be determined by the Trustees at the June or September quarterly meeting. Such

amount will be divided into monthly payments as may be most convenient and advantageous for the beneficiaries.

6. Payments to the beneficiaries shall be made by the Treasurer on the ninth or tenth of each month from October to June inclusive. They shall be by checks drawn by the Treasurer of the Scholarship Fund Association and countersigned by the Chairman, mailed in envelopes which shall not be indicative of the source from which they emanate.

7. The Treasurer shall enclose with each check a one day note, without interest, for an equal amount. This note must be signed by the beneficiary, indorsed by one of his parents or guardians and returned to the Treasurer.

8. At the end of each college year the Treasurer shall return to each beneficiary his several notes and take in their place a one day note for the total amount, properly indorsed.

9. No interest shall be charged on sums loaned to the beneficiaries until one year after the beneficiary has terminated his college course. After that date 4 per cent. per annum shall be added to the principal of any sums remaining unpaid. It is expected that at least one fourth of the amount loaned to each beneficiary will be repaid by him each year after the term of grace has expired. Any further extension of time shall be secured by special arrangement with the Board of Trustees.

10. Each beneficiary shall be required to insure his life for the sum of \$1000. and to assign his policy to the Scholarship Fund Association as security for the loans made to him during his college course. All expenses of such policy, which must be taken out under the advice of the Chairman or Treasurer, shall be defrayed by the parents or guardian of the beneficiary. The policy will be re-assigned when all sums due the Scholarship Fund Association shall have been repaid ; but in the event of the death of a beneficiary before his indebtedness has been paid, the proceeds of his policy shall be the property of the Scholarship Fund Association.

11. The Bank of Deposit and of Collection for the Scholarship Fund Association shall be the Home Savings Bank of Detroit.

## CHAPTER VII.

1. The Beneficiaries shall be made to understand that the tenure of their scholarships depends on the financial condition of the Scholarship Fund, and on such creditable work and exemplary conduct in college as will distinguish them above their fellows and reflect credit on the Detroit High Schools.

2. Beneficiaries must make reports to the trustees of their election of studies and of the credits obtained therefor at least once each semester and oftener if required.

3. No beneficiary shall be allowed to connect himself with any Greek letter fraternity while he continues to receive assistance from the Fund. The unanimous consent of the trustees shall be necessary to nullify this provision.

## CHAPTER VIII.

1. The names of beneficiaries of the Scholarship Fund shall not be disclosed until after they have severed their connection with the University.

All transactions of this board, in so far as they relate to individual applications or beneficiaries, must be zealously guarded by its members, and any disclosure of such matters without consent shall be considered a breach of faith, provided however, that the names of beneficiaries may be made known to donors to the Scholarship Fund who desire to learn them and will pledge themselves not to impart such information to others.

2. When in the judgment of five or more trustees, the continuance on the board of any trustee would be inimical to the best interests of the Scholarship Fund, such trustee may be removed or suspended by a two-thirds vote of all the board, until the next annual meeting of the Scholarship Fund Association. The Board may fill such vacancy at its discretion, only until the next annual meeting.

## CHAPTER IX.

1. The following printed blanks shall be used in the transaction of the Scholarship Fund business. These blanks when properly filled out by the beneficiaries shall be kept in the custody of the Assistant Secretary.

1. Application blank—form 1.
2. Election of Studies—form 2.
3. Credits obtained and college standing—form 3.

2. Correspondence with beneficiaries shall be carried on in envelopes that will not disclose the source from which it emanates.

3. The seal of the Scholarship Fund Association shall be circular in form, with the letters and words, "D. H. S. Scholarship Fund Assoc'n" on the upper half of the circumference, and the words and figures, "Founded 1891, Incorp'd 1894," and a spray of Forget-me-nots, on the lower half of the circumference, and in the center a view of the territorial capitol building of Michigan, with the Greek motto, *ἰσθὲι Σεαυτόν*

The seal must be affixed to all instruments requiring a seal, together with the signatures of the Chairman and Secretary or Treasurer.

4. These rules may be amended at any regular meeting by a majority vote of all the Trustees.



